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## **ISA Instructor information.**

### **RECOGNITION OF PRIOR LEARNING (RPL)**

If a person considers that they have already acquired the competencies of the specific ISA training program, they may apply to have these skills recognized.

The RPL Assessment is carried out when the applicant provides evidence of the relevant competencies, completes the RPL Application form and forwards this with any fees required by the organization for processing.

### **HOW CAN RPL BE RECOGNIZED?**

There are many ways that you can show evidence of the competencies you hold. However, RPL can only be granted on current evidence, that is, work that has been completed within the last four years. Some examples of evidence that can be provided to demonstrate your competencies include:

- Copies of certificates or qualifications achieved from other courses or schools
- Statements outlining courses and/or study that you have undertaken and the learning outcomes/competencies achieved from these
- Resume/ CV of experience
- Reports from people within your sport
- Relevant work samples e.g. training programs, videos of your coaching
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

### **RPL PROTOCOL**

The following procedure must be followed when a person wishes to obtain RPL.

#### **Step 1 – Complete RPL Application and send to ISA Presenter**

Applicants must gather all relevant supporting documentation and complete the RPL Application. Forward this with supporting documentation to the ISA Official Course Presenter.

#### **RPL Application Checklist**

- Completed Section 1 of RPL Application
- Provided comprehensive evidence for all competencies in Section 2
- Satisfied all the requirements in Section 3
- Read and signed the ISA Coaching & Instructing Code of Ethics
- Submitted relevant payment

#### **Step 2 – ISA Presenter Assessment**

The application will be reviewed by an RPL assessment panel. The panel will compare the evidence provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements. The panel should check that the evidence submitted conforms to the following RPL principles:

- Validity - Is the evidence relevant?
- Sufficiency - Is there enough evidence?
- Authenticity - Is the evidence a true reflection of the candidate?
- Currency - Is the evidence recent? ie. Obtained within four years?

The RPL assessment panel will complete and return the assessors' reports with recommendations for the applicant.

In the event of partial completion of the competencies, the panel will outline which competencies still need to be achieved, and preferably what evidence is still required.

Options include:

- Supply further supporting documentation
- Complete certain assessment activities
- Complete parts of a training program
- Work with a mentor to obtain the required competencies

### Step 3 – Notification

The applicant will be notified of the decision within two months of receiving the application.

### Step 4 – Appeal

The applicant has the right to appeal the RPL assessment panel's decision, if they believe the decision is unfair, unjust or if the panel has misinterpreted the evidence. In the case of an appeal, a new assessment panel will be established. The new assessment panel will review all material available and make a decision. The RPL review assessment panel will notify the applicant of the decision within two months of receiving the appeal. The decision of the RPL review assessment panel will be final.

### Step 5 – Payment

Successful applicants for RPL must pay the Fee as determined by the ISA Presenter.

### Step 6 – Reporting to the ISA

For all successful and paid applicants, the ISA Presenter will:

- Send a completed "Blank Coach Registration Form" spreadsheet to the ISA with the names and information of the applicants. Under "Course Date" the date is the date sent to the ISA. Under "Course Location" the location is the city in which the Presenter most typically conducts Courses.
- The ISA will send the Presenter an Invoice for the names received. The ISA fees are outlined below.
- The Presenter will pay for the invoice either via wire transfer or using Google Checkout on the ISA website.
- Upon receipt of payment, the ISA will send the Certificate and Wallet Card to the Presenter or Instructor (whichever is more appropriate) and add their information in the appropriate place on the ISA website.

# RPL Application Form

## *SECTION 1 – Personal details*

Name:

Nationality

Organisation:

Position:

Address:

Phone:

Mobile:

Email:

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**SECTION 2 – Evidence (COMPULSORY)**

	<b>Competency</b>	<b>Summary of evidence provided</b> Please supply evidence relating to each competency in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.
	<b>List the competency or learning outcome for which recognition is being sought</b>	
1	Plan and prepare training sessions appropriate to the needs of surfers of developing skills and entry level of competition.	
2	Plan and implement 40 hours of face to face coaching practice at Novice or developing surfer level.	
3	Plan and implement a 10 week periodisation program.	
4	Organise and conduct training session appropriate to the needs of these athlete/surfers.	
5	Demonstrate a detailed knowledge of the rules and requirements of competition	
6	Provide surfers with the information and tools to observe all aspects of the ocean environment.	
7	Plan and organise theory sessions for surfers.	
8	Observe all safety precautions needed when coaching in the ocean environment.	
9	Set surfer safety obligations when coaching.	
10	Provide for the enjoyment of surfers with a variety of activities in the program.	
11	Adjust activities, drills and skills to suit the need of individuals	
12	Design individual programs. Ensure safety of self and others and manage the risks effectively	
13	Identify and implement the appropriate modifications in future sessions and competitions.	
14	Demonstrate a knowledge of the Judging criteria.	
15	Understands and applies 2 or more components of the training factors involved in surfer development	
16	Conduct basic fitness and skill evaluation tests (monitor progress).	
17	Demonstrate a knowledge of sport specific training principles.	
18	Demonstrate a basic knowledge of anatomy and bio-mechanics relating to the surfer/athlete.	
19	Facilitate learning of the early surfing skills.	
20	Demonstrate a detailed knowledge of the technique of the core manoeuvres.	
21	Demonstrate a level of skill in analyzing technique faults and strategies for correcting faults.	
22	Communicate effectively with surfer's parents and others involved in the program.	
23	Provide appropriate feedback on performance.	
24	Identify and correct 6 fundamental manoeuvres of surfing.	
25	Understand and display ability to assess fundamental skill levels of a surfer.	

**Note: Continue to insert extra spaces for additional competencies/learning outcomes and assessment criteria**

I declare that the evidence I have provided is a true and accurate record of my work and life experiences:

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Signature of applicant

Date

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***Payment***

Applicants must pay an RPL administration fee. **Amount payable: £225**

Bacs payment - see letter for details.

Cheque/money order enclosed payable to:

B. Hall

# Recognition of Prior Learning / Current Competence (RPL) *Application Form*

## Information for Applicants

### Introduction

You can apply for Recognition of Prior Learning or Current Competence (RPL) if you think your prior learning and experience mean you already have the competencies of the Level 1 Coaching course.

### How can prior learning be recognised?

There are many ways that you can show evidence of the competencies you hold. RPL can only be granted on current evidence, that is, work that has been completed within the last four years. Some examples of evidence that can be provided to demonstrate your competencies include:

- Copies of certificates, qualifications achieved from other courses, school or tertiary results.
- Statements outlining courses and/or study that you have undertaken and the learning outcomes/competencies achieved from these.
- Resume of experience.
- Reports from people within your sport.
- Relevant work samples eg. training programs, videos of your coaching.
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.

### RPL procedure

If you consider that you have already acquired the learning outcomes of a Level 1 Coaching course, you may formally apply to have these skills recognised.

### Step 1 – complete application and send to the ISA Official Presenter [ISAOP] in your country.

Applicants will need to gather all relevant supporting documentation and complete the RPL application form. Forward this with supporting documentation, and the relevant fee to the ISA OP.

### Step 2 – assessment

The application will be reviewed by an RPL assessor. The assessor will compare the evidence

provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements.

*In the event of partial completion of the competencies, the assessor will outline which ones still need to be achieved, and preferably what evidence is still required.*

### **Step 3 – notification**

The applicant will be notified of the decision within two months of receiving the application. In the event of partial completion of the course competencies, the assessor will outline which competencies still need to be achieved, and preferably how.

Options can include:

- Complete further training
- Work with a senior coach
- Provide more information
- Complete prescribed home study options

Successful applicants for RPL will receive ISA Level 2 Surf Coach accreditation, and will be placed on the ISA International Instructor database.

### **Step 4 – appeal**

The applicant has the right to appeal the RPL assessor's decision, if they believe the decision is unfair, unjust or if the assessor has misinterpreted the evidence.

***In the case of an appeal, an alternative assessor will review the application and make a decision. The alternative assessor will notify the applicant of the decision within two months of receiving the appeal.***

# Application

## SECTION 1 – PERSONAL DETAILS

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_



## SECTION 2 – EVIDENCE

Please supply comprehensive evidence relating to each competency in the form of education and training, work related experiences and life experiences. Evidence can relate to more than one competency statement, however all competency statements must be addressed. Please attach copies of documents and/or references to the application form. Please do not just answer the questions; you need to supply evidence that proves that you are adequately competent in each of the areas. Do not describe what should be done, but provide evidence of what you have done relating to the specific competency. Also note, the examples provided are just a guide, there are numerous ways to demonstrate your level of competency.

### LEVEL 2 COMPETENCIES

The ISA Level 2 coach will be able to:

- 1) Plan and prepare training sessions appropriate to the needs of surfers of developing skills and entry level of competition.
- 2) Plan and implement 40 hours of face to face coaching practice at Novice or developing surfer level.
- 3) Plan and implement a 10 week periodisation program.
- 4) Organise and conduct training session appropriate to the needs of these athlete/surfers.
- 5) Demonstrate a detailed knowledge of the rules and requirements of competition.
- 6) Provide surfers with the information and tools to observe all aspects of the ocean environment.
- 7) Plan and organise theory sessions for surfers.
- 8) Observe all safety precautions needed when coaching in the ocean environment.
- 9) Set surfer safety obligations when coaching.

- 10) Provide for the enjoyment of surfers with a variety of activities in the program.
- 11) Adjust activities, drills and skills to suit the need of individuals (2&4).
- 12) Design individual programs. Ensure safety of self and others and manage the risks effectively.
- 13) Identify and implement the appropriate modifications in future sessions and competitions.
- 14) Demonstrate a knowledge of the Judging criteria.
- 15) Understands and applies 2 or more components of the training factors involved in surfer development.
- 16) Conduct basic fitness and skill evaluation tests (monitor progress).
- 17) Demonstrate a knowledge of sport specific training principles.
- 18) Demonstrate a basic knowledge of anatomy and bio-mechanics relating to the surfer/athlete.
- 19) Facilitate learning of the early surfing skills.
- 20) Demonstrate a detailed knowledge of the technique of the core manoeuvres.
- 21) Demonstrate a level of skill in analyzing technique faults and strategies for correcting faults.
- 22) Communicate effectively with surfer's parents and others involved in the program.
- 23) Provide appropriate feedback on performance.
- 24) Identify and correct 6 fundamental manoeuvres of surfing.
- 25) Understand and display ability to access fundamental skill levels of a surfer.

## **Examples of Evidence:**

- Session records,
- Lesson plans,
- Training programmes,
- Risk assessments,
- Safety plans
- Operating Procedures
- Coaching Qualifications/ certificates
- Additional qualifications and evidence of CPD ( Continuous Professional Development) ,
- Appraisals,
- Evaluations,
- Coaching diaries,
- Self reflection sheets,
- Fitness testing
- References from supervising coaches outlining your experience.
- References of your own personal surfing history
- Evidence of personally being a competitive surfer, ie results , titles achievements,.
- Experience of coaching / managing teams / individuals at events.
- Involvement in the running of a surfing event ie judge, contest director,
- Qualifications ie ISA Judge
- Film footage

## CHECKLIST

<b>Competency</b>	<b>Type of evidence</b>
<b>List the competency or learning outcome for which recognition is being sought</b>	
Plan and prepare training sessions appropriate to the needs of surfers of developing skills and entry level of competition.	
Plan and implement 40 hours of face to face coaching practice at Novice or developing surfer level.	
Plan and implement a 10 week periodisation program.	
Organise and conduct training session appropriate to the needs of these athlete/surfers.	
Demonstrate a detailed knowledge of the rules and requirements of competition	
Provide surfers with the information and tools to observe all aspects of the ocean environment.	
Plan and organise theory sessions for surfers.	
Observe all safety precautions needed when coaching in the ocean environment.	
Set surfer safety obligations when coaching.	
Provide for the enjoyment of surfers with a variety of activities in the program.	
Adjust activities, drills and skills to suit the need of individuals	
Design individual programs. Ensure safety of self and others and manage the risks effectively	
Identify and implement the appropriate modifications in future sessions and competitions.	
Demonstrate a knowledge of the Judging criteria.	
Understands and applies 2 or more components of the training factors involved in surfer development	
Conduct basic fitness and skill evaluation tests (monitor progress).	
Demonstrate a knowledge of sport specific training principles.	
Demonstrate a basic knowledge of anatomy and bio-mechanics relating to the surfer/athlete.	
Facilitate learning of the early surfing skills.	
Demonstrate a detailed knowledge of the technique of the core manoeuvres.	
Demonstrate a level of skill in analyzing technique faults and strategies for correcting faults.	
Communicate effectively with surfer's parents and others involved in the program.	
Provide appropriate feedback on performance.	
Identify and correct 6 fundamental manoeuvres of surfing.	
Understand and display ability to assess fundamental skill levels of a surfer.	

## SECTION 3 – OTHER REQUIREMENTS

1. Surf Lifesaving Association GB (SLSGB) Surf Lifeguard , beach lifeguard or Surf Coaches Safety & Rescue award Royal Life Saving Society (RLSS) National Vocational Beach Lifeguard Qualification - NVBLQ or international/national equivalents.
2. Signed attached Coaches Code of Behaviour Form.

**Please note some countries may have additional requirements, please contact your ISA Official Course presenter.**

**I declare that the evidence I have provided is a true and accurate record of my work and life experiences:**

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Signature of applicant

Date

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### ***Payment***

Applicants must pay an RPL administration fee of £ 225

*If your application is unsuccessful you will be given a REFUND OF THE REGISTRATION FEE. Minus admin fee of £30.*

Prefer Bacs payment or Cheque/money order enclosed payable to **Barrie Hall**

### **FINALISING YOUR APPLICATION**

#### **Final checklist:**

- **Completed Section 1 – Personal Details.**
- **Provided comprehensive evidence for each of the competencies in Section 2.**
- **Satisfied all the requirements in Section 3.**
- **Read and signed the Coach’s Code of Behaviour form.**
- **Included payment.**

**Send everything to:**

**[info@surfcoachacademy.com](mailto:info@surfcoachacademy.com)**

**or via post**

**Barrie Hall ( ISA Presenter)  
14 Carmyhton Court,  
Newquay  
Cornwall  
TR7 3AR  
UK**